Progress Report Format for First-Year UCDRD Projects

The UC Coordination Team must annually report progress on the UCDRD program to the University of California Office of the President (UCOP) and to the Department of Energy (DOE). Your submission is due in the *UC Coordination Team Office* **December 24, 2004.** Timely submission of your progress report is very important since individual progress reports must be compiled and edited for timely submission of the UCDRD Progress Report. Failure to submit your progress report by the deadline may result in withholding of future funding for the project.

General Information

The below instructions apply to first-year UCDRD projects only. Your report should cover the time period from October 1, 2000 through September 30, 2001. The information you provide will be used to report progress to the University of California, the DOE, and to publicize the Laboratory's UCDRD accomplishments. The report is considered public information and will be released upon request. Please ensure that your submission is of high quality and appropriate for the audience.*This Call for Report is being sent to the campus or university investigator with a copy to the LANL investigator. The campus investigator is responsible for sending us the <u>single</u> collaborative report.*

Format of Report

All of your report should be word processed in Times 12-point font. Electronic submission of the report is required. **A completed report consists of four sections: 1) Project Personnel, 2) Abstract, 3) Funding Potential, and 4) Publications/Presentations.**

Project Personnel. Please put the names of all people who have worked on the project during the previous year. This includes LANL and UC PIS, students and any other outside collaborators.

Abstract. The abstract should convey in nontechnical language 1) description of the research project, 2) importance to the technical field, the Laboratory, the UC, and the DOE, and 3) noteworthy accomplishments and progress on the project during the past year. The report should contain zero or no more then one figure or references; however, be sure to add a list of your publications related to the work report. The abstract should be placed on a separate page and be one page maximum.

Funding Potential. Please follow the style indicated.

Publications/Presentations. Please follow the style indicated. We will then be able to place the information you send us directly into the report without reformatting.

Additional Details (optional). If you would like to add any additional information beyond the abstract, please do so in a separate section called the "Body". This is not a required part of this report, but will need to be a comprehensive part of your final report.

References and Figures or Graphics (optional). Any figures should be called out in the body of the report. Graphics should be in black and white and saved as EPS, TIFF, or postscript files and sent to us electronically, and should not be embedded in the document. You may put descriptions into the report and directions where the figures should be placed.

Submission of Report

Please submit your report by December 24, 2004 to **dwilke@lanl.gov**. Your report should be emailed as an attachment rather than pasted into the email.

Questions

Call Debbie Wilkie at 505-667-7824.

Project Personnel

Title:

Los Alamos Investigator (LI):   **Group:**
                                           MS:

LI Address: **LI Telephone:**
                                           LI Fax:
                                           LI Email:

Campus Investigator (CI):   **Campus:**

CI Complete Mailing Address: **CI Telephone:**
                                           CI Fax:
                                           CI Email:

Project Personnel Include full name, departmental and institutional affiliations for each person

Los Alamos Investigator(s):

Campus Investigator(s):

Additional Collaborator(s):

Postdoctoral Fellow(s):

Graduate Student(s):

Undergraduate Student(s):